

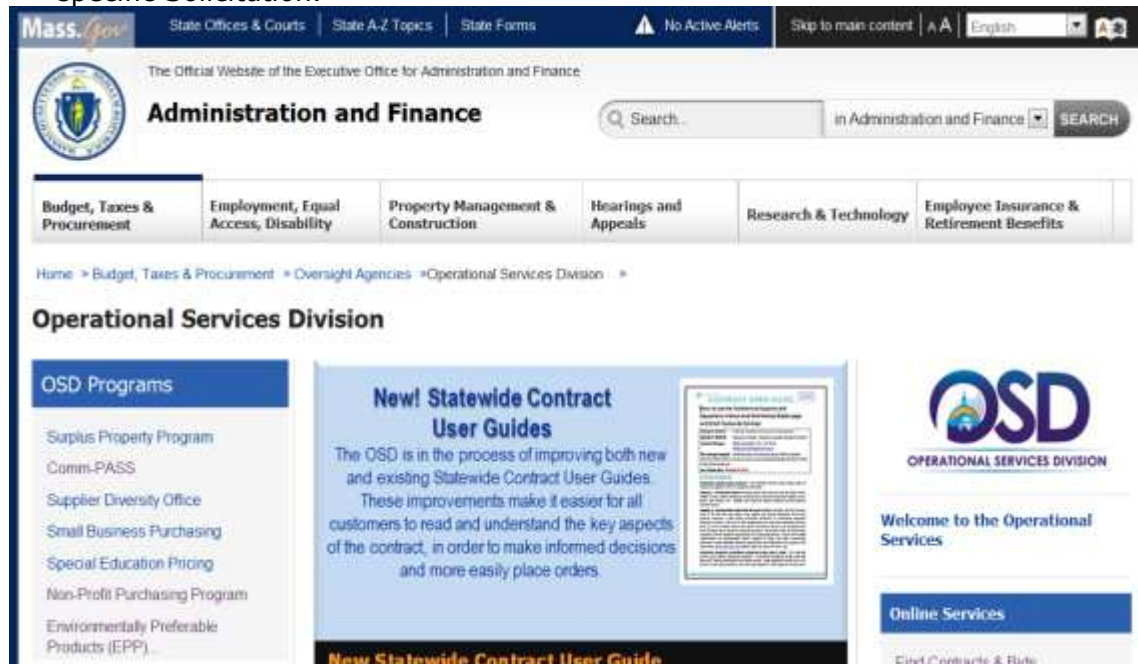
OSD Quick Guide

Comm-PASS – How to locate an open Solicitation

Overview of Quick Guide

The Comm-PASS Solicitation functionality allows all potential bidders the opportunity to search for a Solicitation that has been posted on Comm-PASS either by OSD as a Statewide Contract or other eligible entities. This Quick Guide will review the steps needed to search for an open Solicitation, using the Commonwealth's eProcurement System [Comm-PASS](#) in three several different methods. The three choices are by Category, Entity or by a specific Solicitation. **Things to Remember!**

- ❶ Bidders are responsible for obtaining, reviewing and understanding all forms and specifications for each Solicitation.
- ❷ Bidders are solely responsible for submitting all information required to be evaluated for a potential bid.
- ❸ Bidders do not have to be subscribed to obtain the forms and specifications needed to submit a bid.
- ❹ When you are in each screen in Comm-PASS, follow the links at the top of the screen to return to the previous menu, using the BACK BUTTON at the top of your internet browser will cause you problems in the application,
- ❹ Once you have completed this Quick Guide, please refer to "How to view an open solicitation" for details on viewing and understanding the information on a specific Solicitation.



Step 1

- ❶ Go to [OSD Home Page](#) and select the Comm-PASS link. From the Comm-PASS Home Page select the navy blue **<Solicitation Tab>** at the top of the screen.

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The screenshot shows the Comm-PASS website. At the top is the logo "Comm-PASS Procurement Access & Solicitation System" with "Login" and "Help" links. Below is a navigation bar with "SOLICITATIONS", "CONTRACTS", "FORUMS", "BUSINESS DIRECTORY", "JOIN", and "RELATED LINKS". The "SOLICITATIONS" tab is active. The main content area has a breadcrumb "Home >" and a section "Browse Solicitations". Under this section are four bullet points: "Browse All Open Solicitations" (with a description of broad searches by entity or category), "Browse All Closed Solicitations" (with a description of broad searches by entity or category), "Search for a Solicitation" (with a description of searching by document number or date range), and "Receive Automatic Notifications" (with a description of enabling email alerts).

Step 2

This will bring you to the Solicitation page; the first of the two options can be found under the Browse All Open Solicitations.

❶ Select **<Browse All Open Solicitations>**

The screenshot shows the "Browse All Open Solicitations" page. It has the same header and navigation bar as the previous page. The breadcrumb is "Home > Browse Solicitations >". The section "Browse All Open Solicitations" has two bullet points: "By Category / Subcategory" (with a description of browsing by category and subcategory) and "By Entity / Department" (with a description of browsing by entity and department).

Step 3

The next screen allows you to narrow your search by Category/Subcategory or Entity/Department. We will first explore the Category/Subcategory search functionality which allows you to select from a distinct classifications within Comm-PASS. Select **<Category/Subcategory>**.

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Select a Category

Search By Category Name:

21 items found, displaying all items.

Category Name	Select
Architectural-Engineering Services	<input checked="" type="checkbox"/>
Clothing and Toiletries - Related Equipment, Services & Supplies	<input checked="" type="checkbox"/>
Construction Professionals	<input checked="" type="checkbox"/>
Construction-Buildings (Vertical)	<input checked="" type="checkbox"/>
Construction-Heavy-Highway (Horizontal)	<input checked="" type="checkbox"/>

Step 4

❶ You are now on a screen which displays a list of Categories which are pre-determined in the Comm-PASS system. You should select a **Category Name** that best matches your type of business. To do this you should click on the Select Check box on the right of the screen. For this example we will select **Architectural-Engineering Services**.

Select a Subcategory

Selected Category: Architectural-Engineering Services [Change Category](#)

Search By Subcategory Name:

One item found.

Subcategory Name	Select
OTHER- All Other Architectural-Engineering Services	<input checked="" type="checkbox"/>

Step 5

❷ Select **<Subcategory>** by clicking the select box on the right hand side of the screen.

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Comm-PASS
Procurement Access & Solicitation System

[Login](#) [Help](#) [Mass.gov](#)

[SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [BUSINESS DIRECTORY](#) [JOIN](#) [RELATED LINKS](#)

[Home](#) > [Browse Solicitations](#) > [All Open](#) > [Category](#) > [Subcategory](#) >

Browse All Open Solicitations

Comm-PASS Category: Architectural-Engineering Services/OTHER- All Other Architectural-Engineering Services

[Filter This List](#)

5 items found, displaying all items.

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
01/10/2007	DSB 06-16-01	New DYS Northeast Regional Center, Middletown	OPEN	12/19/2006	01/10/2007	View
01/12/2007	OP-67	ANNOUNCEMENT: RFQ/P Wind Turbine Feasibility Study	OPEN	12/13/2006		View
01/17/2007	BHA 06-009A	Switchgear Replacement at Mary Ellen McCord	OPEN	12/27/2006	01/17/2007	View
01/25/2007	STIRP-1	Swampscott Temple Israel Reuse Project	OPEN	01/04/2007		View
08/14/2007	603903	WESTERN MASSACHUSETTS - Design and Installation	OPEN	10/12/2006		View

Step 6

❶ Here you will be brought to the Solicitation opportunities available to view. Please refer to the Quick Guide "How to view an open solicitation" for further information about how to read a specific Solicitations content.

Comm-PASS
Procurement Access & Solicitation System

[SOLICITATIONS](#) [CONTRACTS](#) [FORUMS](#) [BUSINESS DIRECTORY](#) [JOIN](#) [RELATED LINKS](#)

[Home](#) > [Browse Solicitations](#) >

Browse All Open Solicitations

- **[By Category / Subcategory](#)**
Allows you to browse all open solicitations by category and subcategory.
- **[By Entity / Department](#)**
Allows you to browse all open solicitations by entity and department.

Step 7

❷ The second searching capability under the Browse All Open Solicitations is by Entity/Department. Select **<Entity/Department>**

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Select an Entity

Search By Entity Title:

52 items found, displaying 1 to 50. [First/Prev] 1, 2 [Next/Last]

Entity	Select
Board of Higher Education	<input checked="" type="checkbox"/>
Boston Housing Authority	<input checked="" type="checkbox"/>
Chelsea Soldiers's Home	<input checked="" type="checkbox"/>
Commission for the Deaf & Hard of Hearing	<input checked="" type="checkbox"/>
Commonwealth Health Insurance Connector Authority	<input checked="" type="checkbox"/>
Department of Business and Technology	<input checked="" type="checkbox"/>
Department of Conservation and Recreation	<input checked="" type="checkbox"/>
Department of Correction	<input checked="" type="checkbox"/>
Department of Early Education and Care	<input checked="" type="checkbox"/>
Department of Education	<input checked="" type="checkbox"/>
Department of Environmental Protection	<input checked="" type="checkbox"/>

Step 8

❶ Select the department you would like to view. You can do this by choosing the select box on the right hand side of the screen. As an example we have chosen the Board of Higher Education. There are several instances in Comm-PASS where an entity will have several departments. This next screen allows you to choose from the departments for this entity. To view the posted solicitations click on the Select check box on the right of the screen.

Browse All Open Solicitations

Issued By: Board of Higher Education/University of Massachusetts Medical School

5 items found, displaying all items.

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
01/28/2010	VW05-017-15-5	Nursing Home Initiative Qualified Provider...	OPEN	12/07/2004	01/27/2010	
11/30/2011	VW06-015-15-5	State Medical Assistance and Federal Entit...	OPEN	10/31/2006	11/29/2011	
11/30/2011	VW06-015-15-5	State Medical Assistance and Federal Entit...	OPEN	02/06/2006	11/29/2011	
11/30/2011	VW06-015-15-5	State Medical Assistance and Federal Entit...	OPEN	10/31/2006	11/29/2011	
05/31/2012	02-2002-039-15-O-D	Audit of MassHealth Program Service Providers	OPEN	10/10/2006	05/30/2012	

Step 9

❶ The available Solicitation opportunities will display and you are able to view each one individually. To view a solicitation click on the eyeglass icon.

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The screenshot shows the Comm-PASS website interface. At the top, there is a navigation bar with links for [Login](#) and [Help](#). Below this is a menu with tabs: SOLICITATIONS, CONTRACTS, FORUMS, BUSINESS DIRECTORY, JOIN, and RELATED LINKS. The 'SOLICITATIONS' tab is selected. Underneath, there is a 'Home >' link and a section titled 'Browse Solicitations'. This section contains four bullet points, each with a link and a description:

- [Browse All Open Solicitations](#)
Use this tool for broad searches. Access every Open record posted by a single Entity-Department or classified in a specific Category-Subcategory of goods and services.
- [Browse All Closed Solicitations](#)
Use this tool for broad searches. Access every Closed record posted by a single Entity-Department or classified in a specific Category-Subcategory of goods and services.
- [Search for a Solicitation](#)
Use this tool to locate solicitations for Statewide Contracts, both Open and Closed records, or records containing specific criteria you know like Document Number, or Date Range (Open, Closed, Last Changed).
- [Receive Automatic Notifications](#)
Find out how to enable email alerts for any new posting or update that matches your profile!

Step 10

The last search option we will review is the **<Search for a Solicitation>** which link can be found on the Solicitations tab at the top of the screen. This option allows you to enter specific criteria for your search such as a keyword or a document number.

❶ Select **<Search for a Solicitation>**

The screenshot shows the 'Search for a Solicitation' page. At the top, it says 'Search for a Solicitation'. Below that, it states 'There are 6 Solicitation(s) found that match your search criteria'. The page is divided into two main sections: 'Search by Keyword' and '**AND** Search by Specific Criteria'. In the 'Search by Keyword' section, there is a text input field with the word 'software' and a 'Search' button. Below this, a note states: 'The keyword search is not case sensitive and searches only on entered characters. The keyword search does not conduct partial word searches and does not recognize an asterisk (*) as a "wildcard" command.' In the '**AND** Search by Specific Criteria' section, there are three options: 'For Statewide Contract' with an unchecked checkbox, 'Document Number' with an empty text input field, and 'Document Status' with a dropdown menu currently set to 'Open'.

Step 11

The Search for a Solicitation page allows you to enter specific criteria to refine your search. You can enter as little or as much criteria as you would like to accomplish this task.

❶ **Keywords** - This search functionality allows a complete search of the Comm-PASS database for all solicitations that are associated with your entry. The keyword search is based on the user input and this can vary depending upon their wording. An example of how this could be used is car, automobile, vehicle, all words that pertain to a specific type of commodity or service.

❷ **For Statewide Contract** - If you are looking for a Statewide Solicitation you would check this box.

❸ **Document Number** - If you know the actual solicitation number you should enter it here.

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④ **Document Status** – This allows you three options, by leaving this blank your search results will be generated with open and closed solicitations, or you can select open or closed from the drop down list. It is recommended that you select open when conducting a search for an open solicitation.

⑤ Now select the **<Search>** button on the screen.

⑥ A link will populate at the top of the screen indicating if any of your information entered matches a potential solicitation opportunity. In this example there are 6 solicitations that match our criteria, select the **<link>** and you will be brought to the opportunities available.

Congratulations you have successfully completed the different compents of searching in our eProcurement system Comm-PASS. To find out how to read the information placed in each Solicitation, refer to the Quick Guide "How to view an Open Solicitation."